

Missouri Public Service Commission

EFIS – Submit Non-Case Related ‘Notice of Communication’

To file a non-case related ‘Notice of Communication’ submission:

1. Log on to EFIS.
2. From the *Welcome* screen, click the ‘**Filing/Submission**’ menu option
3. Select the ‘**Non-Case Related Submission**’ link to continue to the *Non-Case Related Submission* screen.



On the *Non-Case Related Submission* screen, complete the following steps:

4. In the ‘**Type of Utility**’ drop-down list, select the applicable utility type.
5. In the ‘**Company**’ drop-down list, select the applicable company.
 - *This list will only list those companies for which the user has been designated as a contact for. If the company is not listed, contact the company’s Official Representative and ask them to add the user as a contact; or notify the Data Center.*
6. In the ‘**Type of Submission**’ drop-down list, select ‘Notice of Communication 4 CSR 240-4’.
7. Leave the ‘**Applicable Case No.**’ field blank.
8. Do not change the date in the ‘**Date Filed**’ field as it is defaulted to the current day’s date.
9. In the ‘**Comment**’ field, input a brief description of the submission.
10. Select the ‘**Continue**’ button to continue to the *Filing/Submission – Attachment(s)* screen.

The screenshot shows the 'Non-Case Related Submission' form. At the top, there is a 'SESSION TIMEOUT WARNING' message. Below it, the form includes several fields: 'Type of Utility' (Electric), 'Company' (Electric Missouri, Inc.-Investor(Electric)), 'Type of Submission' (Notice of Communications 4 CSR 240-4), 'Applicable Case No.' (blank), 'Date Filed' (7/27/2016), and 'Comments' (Notice of Communication). At the bottom, there is a table with columns for 'Sl.No.', 'Attachment(s)', and 'Security Level'. The 'Continue' button is circled in red.

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On the *Filing/Submission – Attachment(s)* screen, complete the following steps:

11. Click the **‘Choose File’** button to upload documents.
 - *File names and file paths cannot contain special characters (%’&^*#@) except an underscore or hyphen.*
 - *Attachments must be less than 20MB.*
 - *Password protected documents are not acceptable.*
 - *Maximum of 50 attachments per submission.*
 - *PDF documents are preferred.*
 - *Zip files are not permitted.*

12. Select the appropriate document security option using the radio buttons. If deemed highly confidential, check the box **‘Check here to designate...’** to select the **‘Highly Confidential’** radio button option.
 - *It is the filer’s responsibility to denote the correct security level for each attachment.*
 - *The ‘Highly Confidential’ option will only appear if a case number has been entered on the previous screen.*

13. Click the **‘Attach’** button to upload the document.
 - *Multiple attachments can be made by selecting a document; selecting the security level; and then clicking the ‘Attach’ button.*

Filing/Submission - Attachment(s)

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session **will** time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

DISCLAIMER AND INSTRUCTIONS: It is the sole responsibility of the person or entity submitting 'public' versions of electronic files to take appropriate measures to ensure that all 'confidential' information is to the best of his or her knowledge, information and belief, non-viewable, non-searchable and non-reversible. Informal consumer complaints and accompanying attachments are automatically designated confidential. For case documents, when submitting 'confidential' information, a **cover sheet or pleading** describing why that information qualifies for 'confidential treatment' must be included.

Attachment Process:

1. Click 'Browse' to select the attachment from its saved location.
2. Select the security designation for the attachment.
3. Click the 'Attach' button. (To upload multiple attachments, repeat steps 1 through 3.)
4. After all attachments for the submission have been uploaded, click the 'Done With Attach' button.

Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

Test Document 1.pdf

Select Document Security from the following:

Public Confidential

Check here to designate a document as 'Highly Confidential'. Documents may only be designated as 'Highly Confidential' if a Motion for Protective Order has been filed.

14. Click the **‘Done with Attach’** button after all the attachments have been uploaded.

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Note:

- Attachment file names and file paths cannot contain special characters.
- Each attachment must be less than 20MB. Attachments that are 20MB or greater must be divided into multiple parts.
- Password protected documents are not acceptable.
- Maximum of 50 attachments per submission. Multiple submissions are required for filings containing greater than 50 attachments.

Choose File | No file chosen

To remove an item from the ‘Attachment’ list, click the ‘Delete’ checkbox and then click the ‘Delete’ button below.

The ‘Attachment’ list shows the ‘Security Level’ selected for each document.

Delete	Attachments	Security Level
<input type="checkbox"/>	test document 1.pdf	Public

Attach Done with Attach delete

15. Verify that the security level of the attachment(s) is correct by clicking the ‘OK’ button. (If it’s not correct, click ‘Cancel’ to make corrections.)

Message from webpage

Have you verified the documents attached are properly identified as ‘Public’, ‘Confidential’, or ‘Highly Confidential’ documents?

OK Cancel

On the *Non-Case Related Submission* screen, scroll down to the bottom of the screen to proceed.

16. To finalize the submission, click the ‘Submit’ button.

Non-Case Related Submission

SESSION TIMEOUT WARNING: Please be advised that when logged into EFIS, your EFIS session will time out (expire) after 20 minutes of inactivity. If your session times out, you will be returned to the logon screen (even if you were able to continue typing text or making entries on the screen). In addition, any data or attachments awaiting submission will be lost.

* Required Fields

* Type of Utility: Electric

* Company: Electric Missouri, Inc.-Investor(Electric)

* Type of Submission: Notice of Communications 4 CSR 240-4

Applicable Case No.:

Date Filed: 7/27/2016

Comments: Notice of Communication (Allows only 250 characters)

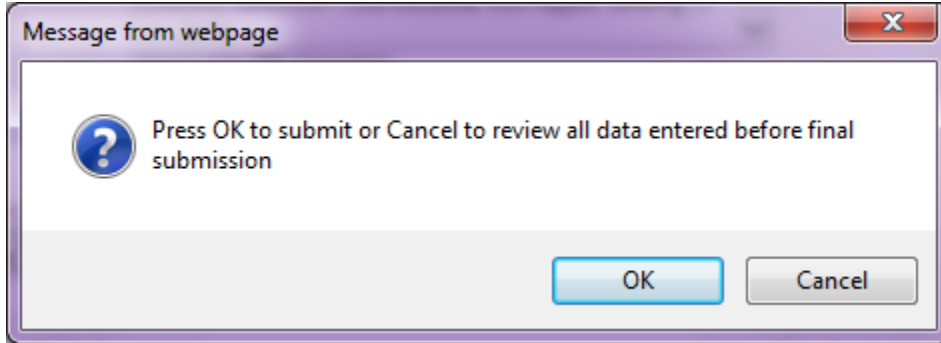
Sl.No.	Attachment(s)	Security Level
1.	test doc.pdf	Public

Submit Attach Exit

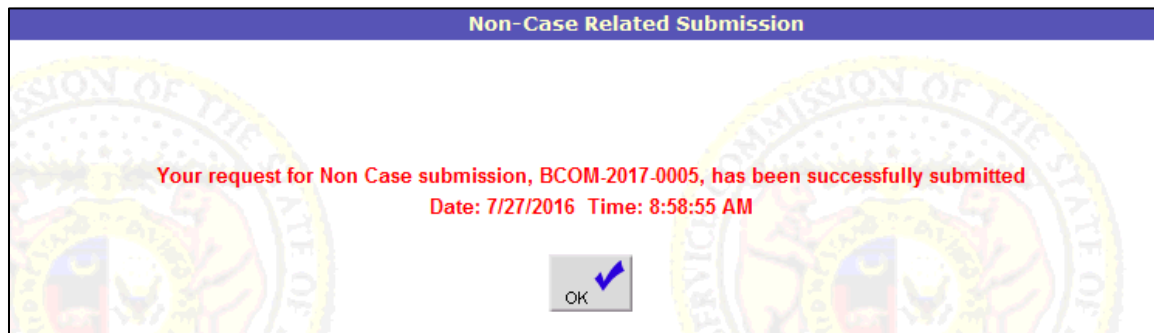
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17. Click the **‘OK’** button to submit the filing, or click the **‘Cancel’** button to make changes to the submission.



18. A submission confirmation message will appear on the screen.
19. Click the **‘OK’** button to return to the *Filing/Submission* screen.



For additional assistance, please contact the Data Center at 573-751-7496 or dcsupport@psc.mo.gov.